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Class Specifications
for the Class:

BOATING AND OCEAN RECREATION ADMINISTRATOR
(BOATING & OCEAN RECR ADMR)

Distinguishing Characteristics:

Managerial Responsibility: The sole position in this class, as a division chief, administers the statewide boating and ocean recreation program through subordinate branch chiefs and program support staff.

Complexity: This class reflects statewide responsibility for planning, administering, directing and coordinating activities and operations of the ocean recreation and coastal areas programs pertaining to ocean waters (excluding commercial harbors) and navigable streams, small boat harbors and beaches encumbered with easements in favor of the public in accordance with Chapter 200, Hawaii Revised Statutes, and in conformance with federal and State laws, rules and regulations. Duties and responsibilities involve the planning, development, operation, and maintenance of boat harbors, boat harbor facilities, launching ramps and navigational aids; the administration of the State's boating registration and commercial permits systems, the marine casualty and investigation program, and the public boating safety education program; the planning, development and administration of a program which oversees the effective use and management of available ocean waters, including Ocean Recreation Management Areas, navigable streams and properties under the program's jurisdiction.

Personal Contacts: The work of the sole position in this class requires significant personal contacts and involves interaction with the Chairperson and Members of the Board of Land and Natural Resources, the State Legislature, and other State, federal, and county government officials; tenants of recreational boat harbors; users of sports, hobby, pleasure and commercial vessels/crafts; and special interest groups, individuals, and concerned citizens.

Supervisory Responsibility: The sole position in this class is responsible for providing supervision to all branch chiefs and program support staff.

Supervision Received: The Chairperson of the Board of Land and Natural Resources, who serves as the head of the Department of Land and Natural Resources, provides general direction in terms of broad policy guidelines and administrative directives.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Federal and Hawaii State laws, rules and regulations pertaining to boating and ocean recreation activities and operations; principles and practices of public administration including the budget and legislative processes; issues and processes involved in developing and maximizing use of real property and facilities for commercial use; and principles and practices of supervision and management.

Ability to: Administer a statewide boating and ocean recreation program; establish priorities and formulate program policies; plan, direct and coordinate the work of others; establish and maintain effective working relationships with legislative and other governmental officials, special interest groups/individuals and concerned citizens; prepare clear and concise reports; and speak effectively before groups and individuals.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, develops, monitors, coordinates, evaluates, and administers the State boating and ocean recreation program.
2. Establishes program goals and develops long-range and short-range plans to achieve objectives.
3. Establishes general policies, procedures and guidelines and administrative direction to ensure that small boat harbors are effectively managed and that boating and ocean recreational programs are properly administered.

4. Oversees the development of plans to maximize the use of peripheral lands and generate revenue to support the division's programs; discusses proposals with the boating and general public, business community, special interest groups and government entities to determine their needs, concerns and commercial interests.
5. Directs the continuous review of statutes, rules, policies and procedures relating to the State's boating and ocean recreation program. This includes developing proposals regarding regulatory requirements, preparing and presenting testimony for legislative proposals, and ensuring that appropriate public hearings process is conducted.
6. Directs the development and preparation of the division's budget. Justifies and promotes support for the division's budget proposals. Directs the development of expenditure plans and the monitoring and control of funds, and makes changes to the expenditure plan as necessary in accordance with established policies of the department and State.
7. Ensures coordination of the activities of the division with appropriate city, State and federal agencies and cooperates in providing services and in the enforcement of applicable rules.
8. Meets with division and departmental personnel, members of the boating public, community groups, commercial users, legislators, City and County councils, and other governmental agencies/officials, etc., to discuss matters and to resolve problems and issues.
9. Directs the development of plans and proposals to construct new small boat harbor facilities and acquire new equipment and devices to improve services, or to expand, modify and/or otherwise improve existing properties, facilities and services.
10. Coordinates the removal of non-natural obstructions and public safety hazards from the shoreline, navigable streams, harbors, channels, and coastal areas of the State.

11. Oversees the administration of the staff services functions such as fiscal management, personnel management, property management, revenue enhancement, and data processing, and directs the conduct of studies and periodic review of the organization, functional assignments, management methods, internal operation procedures, staffing, etc., to ensure effective and efficient management of the division's program.
12. Attends meetings of the Board of Land and Natural Resources to present various matters within the jurisdiction of the division which requires the Board's action and approval, such as leases and permits for land disposition and adoption of rules, and answers inquiries, prepares briefings and submits reports as may be requested by the Board.
13. Serves as the State representative to the National Association of State Boating Law Administrators.

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This is an amendment to the specification for the class BOATING AND OCEAN RECREATION ADMINISTRATOR (BOATING & OCEAN RECR ADMR) which was approved on June 3, 1997.

DATE APPROVED: 8/01/01

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